

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 42CIAR

28 AUGUST 2003

Manpower Standard



TRANSPORTATION MANAGEMENT OPERATIONS (TMO)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 23

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Transportation Management Operations (TMO) function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of Transportation Management Operations (TMO). This standard was developed in accordance with (IAW) AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National McGhee Tyson Air National Guard Base, TN 37777-6283.

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1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y = 28.18 + 0.5987X$.

1.4. Workload Factor.

1.4.1. Title: X= Average monthly number of inbound and outbound shipments processed.

1.4.2. Definition: Inbound shipments and outbound shipments processed through the 189 AW Traffic Management Office.

1.4.3. Source: Workload Data as contained in the Cargo Movement Operating Report. Maintained by ANG/LGTT.

1.5. Points of Contact.

1.5.1. Functional: Col John J Samuhel, 189 MX/CC

1.5.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Equation: Apply the equation in Paragraph 3.1., to determine the required man-hours.

2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 814.222$.

2.3.2. $Y_L = 488.533$.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

DoD 4500.32R, *Management, Acquisition, and Use of Motor Vehicles*

Abbreviations and Acronyms

ACA - Air Clearance Authority

AF - Air Force

AFMC - Air Force Material Command

AFSC - Air Force Specialty Code

AMC - Air Mobility Command

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ANGRC - Air National Guard Readiness Center

CBA - Centralized Billing Account

CBL - Commercial Bill of Lading

CFR - Code of Federal Regulation

CMOS - Cargo Movement Operating System

CTO - Commercial Travel Office

DoD - Department of Defense

DRMO - Defense Reutilization Marketing Office

DSC - Deployment Support Command

ESD - Electrostatic Sensitive Discharge

ERG - Emergency Response Guide

GBL - Distribute Government Bill Of Lading

GSA - Government Service Agreement

GSU - Geographically Separated Unit

GTN - Global Transportation Network

GTR - Government Transportation Request

HHT - Hand Held Terminal

IAW - In Accordance With

IATA - International Air Transport Association

ICAO - International Civil Aviation Organization

IDS - Integrated Deployment System

IMDG - International Maritime Dangerous Goods

ITV - In-Transit Visibility

LAN - Local Area Network

LGD - Directorate of Logistics

MAF - Man-Hour Availability Factor

MEP - Management Engineering Program

MHE - Material Handling Equipment

MILSTAMP - Military Standard Transportation and Movement Procedure

MSC - Military Sealift Command

MTMC - Military Traffic Management Command

NMCS - Non-Mission Capable System

ORI - Operations Readiness Inspection

OS&D - Over, Short, or Damaged

POD - Process Oriented Description

POP - Performance Oriented Packing

PRC - Passenger Reservation Center

PRC - Passenger Reservation Center

RDD - Requirements Deployment Document

SAAM - Special Assignment Airlift Mission

SPI - Special Packing Instructions

TCMD - Transportation Control and Movement Document

TMO - Transportation Management Operations

UCI - Unit Compliance Inspection

UDM - Unit Deployment Document

UMD - Unit Manpower Document

UMMIPS - Transportation Priority

US - United States

USTRANSCOM - US Transportation Command

UTA - Unit Training Assembly

WWX - World Wide Express

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
TRANSPORTATION MANAGEMENT OPERATIONS (TMO)**

Table A2.1. Listing of Functional Processes.

1.	TRAFFIC MANAGEMENT OPERATIONS:
1.1.	MONITORS TRANSPORTATION RELATED COSTS:
1.1.1.	MANAGES MULTIPLE OBLIGATION AUTHORITIES.
1.1.2.	CERTIFIES TRANSPORTATION RELATED COMMERCIAL BILLS FOR PAYMENT.
1.1.3.	DEVELOPS TRAFFIC MANAGEMENT OFFICE BUDGET.
1.2.	PROVIDES TRAVEL AND FREIGHT MOVEMENT COST GUIDANCE TO SUPPORTED ORGANIZATION.
1.3.	ADVISES AND COORDINATES WITH DIRECTORATE OF LOGISTICS (LGD). Identifies and resolves administrative or operational problem and provides LGD with sufficient data to determine capability to meet mission requirement.
1.4.	ADVISES AND BRIEFS MANAGEMENT ON REGULATORY AND POLICY CHANGES AFFECTING THE MILITARY AND COMMERCIAL MOVEMENT OF PERSONNEL AND EQUIPMENT.
1.5.	DEVELOPS AND COORDINATES DEPLOYMENT PLAN:
1.5.1.	DEVELOPS AND COORDINATES DEPLOYMENT PLAN WITH OTHER ON BASE ORGANIZATIONS, OR GEOGRAPHICAL SEPARATE UNIT:
1.5.2.	MAINTAINS LIAISON. Maintains liaison with U.S. Transportation Command (USTRANSCOM), Military Traffic Management Command (MTMC), Air Mobility Command (AMC), Military Sealift Command (MSC), Air Force Material Command (AFMC), Air National Guard Readiness Center (ANGRC), and others:
1.5.2.1.	COORDINATES MOVEMENT. Contacts the appropriate command/agency for coordination in the movement of host unit, and/or geographically separated unit (GSU) personnel, or cargo for deployment, exercise, annual training, movement of large numbers of people, or a large volume of cargo, charter aircraft arrangements, specialized cargo movement equipment, or sensitive cargo movement equipment.

1.5.2.2.	CONTACTS THE APPROPRIATE COMMAND OR AGENCY REGARDING TRANSPORTATION FUNDING/BUDGETARY REQUIREMENTS.
1.5.2.3.	STAYS ABREAST OF COMMAND FINANCIAL POLICY, PROCEDURES AND ALL REGULATORY AGENCY REQUIREMENTS.
1.6.	COORDINATES SERVICE REQUIREMENT. Coordinates with commercial freight carrier (air/truck/rail), commercial travel office (CTO), AMC passenger reservation center (PRC), AFMC air clearance authority (ACA), deployment support command (DSC), scheduled and charter airline, scheduled and charter bus, train, air taxi, limousine, and rental car agency. Coordinates office level service requirement advises on regulatory requirement, policy, updated information, tenders of service, flat/mileage rates, and tariff charge.
1.7.	MANAGES ASTRAY FREIGHT PROGRAM:
1.7.1.	MAKES QUARTERLY VISIT TO CARRIER. Inspects carrier warehouse to locate, identify, and route lost government freight. Includes travel to and from carrier warehouse.
1.7.2.	PROVIDES ASSISTANCE TO CARRIER. Provides carrier with information/disposition of astray US government freight. Maintains liaison with servicing carrier regarding discrepancy found with US Government property.
1.7.3.	PREPARES AND SUBMITS ASTRAY FREIGHT REPORT TO CHAIRMAN.
1.8.	MANAGES 463L PALLET AND NET PROGRAM:
1.8.1.	MANAGES 463L PALLET AND NET PROGRAM. Serves as Wing chairman of 463L equipment committee. Responsible for managing 463L pallet and net assets required for on base and GSU unit IAW unit LOGPLAN/LOGFOR requirements. Ensures adequate number of serviceable assets is available.
1.8.2.	ENSURES LOCAL PROCEDURES ARE IN EFFECT FOR THE INSPECTION AND REPAIR OF 463L EQUIPMENT, IAW APPLICABLE TECHNICAL ORDER.
1.8.3.	SHIPS UNSERVICEABLE ASSET TO REPAIR FACILITY WHEN BEYOND LOCAL CAPABILITIES.
1.8.4.	PREPARES AND SUBMITS QUARTERLY PALLET AND NET REPORT. Submits report to ANG/DOOM IAW Department Of Defense (DoD) 4500.9, 463L <i>System Pallet and Net Control Report</i> (RCS:MTC-DR (M&O) 8701).
1.8.5.	PREPARES AND SUBMITS YEARLY REVALIDATION OF 463L EQUIPMENT REQUIREMENTS FOR ON BASE AND GSU'S.

1.9.	MANAGES REUSABLE CONTAINER PROGRAM:
1.9.1.	MANAGES WING REUSABLE CONTAINER PROGRAM. Develops, administers, inspects and monitors local program for reusable container. This includes ensuring adequate storage of reusable containers for future use and documenting reasons for container non-availability on AF IMT 451, <i>Request for Packing Service</i> .
1.9.2.	SERVES AS WING REUSABLE CONTAINER COMMITTEE CHAIRPERSON. Schedules and prepares for reusable container committee meeting, and serves as committee chairperson. Submits report to Logistics Group Commander on status of program.
1.9.3.	OBTAINS SPECIAL PACKING INSTRUCTIONS (SPI) ECONCILIATION/REVALIDATION REPORT. Obtains SPI Reconciliation/Revalidation report for blueprint of SPI container. Maintains a library of valid SPIs, and obtains other required SPI as needed. Utilizes AFMC PACKWEB Internet site and/or TELEFAX system to obtain desired SPI.
1.10.	MAINTAINS PUBLICATION LIBRARY: Includes hard copy, CD-ROM, and various civilian, US Government, and DoD Website sources for the multitude of publications.
1.10.1.	PROCURES AND POSTS CHANGE TO COMMERCIAL, OTHER US GOVERNMENT AGENCY, AND MILITARY PUBLICATION.
1.10.2.	ESTABLISHES STOCK OF COMMERCIAL AND US GOVERNMENT FORMS/LABELS.
1.10.3.	CONTROLS ACCOUNTABLE FORM. These include Standard Form (SF) 1103, <i>U.S. Government Bill of Lading</i> ; and SF 1169, <i>U.S. Government Transportation Request</i> .
1.11.	MAINTAINS INVENTORY. Maintains sufficient inventory of FAST-PACK containers, Performance Oriented Packing (POP) containers, lumber, multi-wall containers, express carrier shipping containers/materials, packing materials, tape, marking materials; ensures sufficient quantities are on hand, and reorders as required.
1.12.	PROVIDES SUPPORT TO CONTRACTING OFFICER WITH COST ANALYSIS OF THE MOVEMENT OF MATERIAL PURCHASED FROM OUTSIDE VENDOR:
1.12.1.	DETERMINES LOWEST COST AND MOST ADVANTAGEOUS MEANS OF TRANSPORTATION. Identifies vendor/contractor or carrier to be utilized, and the proper shipping documentation to be prepared.

1.12.2.	CONVERTS CONTRACTOR COMMERCIAL BILL OF LADING WHEN REQUIRED.
2.	OUTBOUND FREIGHT:
2.1.	PERFORMS PACKING AND CRATING:
2.1.1.	RECEIVES MATERIAL AND DOCUMENTATION. Receives material and documentation from requesting activity; inchecks shipment into the Cargo Movement Operating System (CMOS) providing an electronic signature for the shipment; annotates document with the time, date, and signature accepting custody of the property; verifies by label, tag, placard, vehicle registration number, or other means to ensure proper identification; and verifies quantity of material in accordance with (IAW) regulation.
2.1.2.	ACCESSES APPROPRIATE GOVERNMENT COMPUTER NETWORK/WEBSITE TO OBTAIN APPLICABLE SHIPPING INFORMATION.
2.1.3.	MOVES SHIPMENT TO PACKING AREA FOR PACKING:
2.1.3.1.	MOVES SHIPMENT MANUALLY.
2.1.3.2.	MOVES SHIPMENT MECHANICALLY.
2.1.4.	PREPARES SHIPPING CONTAINER/VERIFIES AND DETERMINES CONTAINER REQUIREMENT:
2.1.4.1.	VERIFIES AND DETERMINES NON-SPECIALIZED/GENERAL PACKING REQUIREMENT. Determines best means of packing required for item not requiring special packing instruction or performance-oriented packing.
2.1.4.1.1.	SELECTS FIBERBOARD BOX, WOODEN CRATE, OR METAL DRUM.
2.1.4.1.2.	SELECTS WOODEN OR METAL SKID (S), AND UTILIZES CARGO STRAPS, STEEL OR PLASTIC BANDING MATERIAL, OR PLASTIC SHRINK WRAP MATERIAL TO SECURE CARGO.
2.1.4.2.	VERIFIES AND DETERMINES SPECIALIZED PACKING INSTRUCTION FROM DD FORM 1348-1, <i>ISSUE RELEASE/RECEIPT OF DOCUMENT</i> :
2.1.4.2.1.	RESEARCHES SPI FILE. Researches SPI file to determine container specifications, and list of materials required to construct the container.
2.1.4.2.2.	OBTAINS SPI NOT IN FILE. Utilizes AFMCs PACKWEB Website, or TELEFAX system to obtain required SPIs.

2.1.4.2.3.	REQUESTS WAIVER FOR SPI REQUIREMENT FROM RESPONSIBLE ITEM DEPOT IF UNABLE TO LOCALLY PRODUCE THE SPECIFIED CONTAINER.
2.1.4.2.4.	INSPECTS ON-HAND SPI CONTAINER. Ensures container meets SPI specification.
2.1.4.2.5.	REPAIRS CONTAINER. Determines extent of required repair, obtains material necessary to make the container adequate for transportation, and accomplishes necessary repair.
2.1.4.2.6.	CONSTRUCTS CONTAINER UTILIZING SPECIAL PACKING INSTRUCTIONS. Obtains necessary material to construct the SPI container IAW the instruction/blueprint.
2.1.4.3.	VERIFIES AND DETERMINES ELECTROSTATIC SENSITIVE DISCHARGE (ESD) ITEM BY TYPE CARGO CODE LISTED ON DD FORM 1348-1, <i>ISSUE/RELEASE RECEIPT DOCUMENT</i> :
2.1.4.3.1.	DETERMINES ESD ITEM IS RECEIVED IN PACKING ADEQUATE FOR TRANSPORTATION.
2.1.4.3.2.	RESEARCHES, PREPARES, AND PACKS ESD ITEM. Insures proper electrostatic grounding station is utilized when handling ESD items. Selects ESD authorized container and packing material.
2.1.5.	PROCESSES FREIGHT:
2.1.5.1.	PACKS GENERAL CARGO. Inserts item in container and packs using various packing and cushioning materials. Seals, weighs, marks and labels freight. Completes shipping documentation, moves shipment manually/mechanically to temporary storage area and submits to carrier.
2.1.5.1.1.	PACKS, COMPLETES DOCUMENTATION, AND WEIGHS ITEM ON PLATFORM TYPE SCALE BY MANUAL MEANS.
2.1.5.1.2.	PACKS, COMPLETES DOCUMENTATION, AND WEIGHS ITEM ON PLATFORM TYPE SCALE BY MECHANICAL MEANS.

2.1.5.2.	PACKS/CERTIFIES HAZARDOUS CARGO. Extracts information to certify hazardous material shipment from one of the following sources: Code of Federal Regulation Title 49 (CFR 49) or International Maritime Dangerous Goods (IMDG). Determines "Mode" of transportation to be used. Inspects, classifies, describes, packages, marks and labels/placards cargo IAW applicable hazardous material directive(s); stencils/marks information, IAW the applicable Hazardous Materials Regulations, for proper marking of mandatory hazardous material data on the item, and IAW Military Standard (Mil Std 129) to comply with mandatory DoD marking requirements. Seals and weighs item. Completes shipment-planning information in CMOS, moves shipment to temporary storage area, and tenders shipment to carrier.
2.1.5.3.	PACKS SENSITIVE CARGO. Inspects, marks, labels and protects sensitive, controlled, and/or classified cargo IAW applicable directives. Determines most cost effective routing IAW current DoD policy and selects the proper routing / carrier based on protective service requirement for the sensitivity / classification level of the material; considering quantity, size, and weight factors when selecting cargo routing. Ensures secure packing of the item, including proper secure closure of the shipping container(s).
2.2.	ACCOMPLISHES SHIPMENT PLANNING:
2.2.1.	PREPARES AND CONSOLIDATES FREIGHT SHIPMENT. Inspects and researches type of cargo being shipped. Reviews shipping document and determines the proper routing of cargo based on destination, quantity, size, weight, Project Code, RDD, and consolidation considerations in accordance with Air Force policy and UMMIPS time standard; determines type and quantity of material needed for shipment preparation. Consolidates multiple shipments into a single container whenever possible and selects most cost effective shipping mode based on transportation priority (UMMIPS) consideration.
2.2.2.	MONITORS NON-MISSION CAPABLE SYSTEM (NMCS) AND OTHER HIGH PRIORITY SHIPMENT:
2.2.2.1.	COORDINATES NOTIFICATION AND STATUS OF NMCS AND OTHER HIGH PRIORITY SHIPMENT WITH BASE ACTIVITY AND MAJOR AIR COMMAND. Manages Express Air Movement program for routing domestic and international high priority cargo. Utilizes Government Service Agreement (GSA) contract for domestic small package service, AMC contract for World Wide Express (WWX) and AMC tender for heavy weight/hazardous material shipment.
2.2.2.2.	MONITORS PRIORITY AND LOCATION. Monitors NMCS and other High Priority shipment with Express carrier utilizing commercial phone contact, carrier software, carrier provided computer system, CMOS, and Global Transportation Network (GTN). Advises consignee/others on transportation status. Monitors program for Air Force "On time delivery" standard. Obtains Proof of Delivery for

	shipment upon request.
2.3.	PROCESSES OUTBOUND SHIPMENT:
2.3.1.	PLANS OUTBOUND SHIPMENT. Utilizes CMOS system, carrier provided computer system software, or publications and forms in preparing for cargo movements.
2.3.2.	ROUTES SHIPMENT. Prepares, researches, and routes shipment based on destination, priority, quantity, size, weight, and type cargo code of shipment.
2.3.3.	PREPARES, PROCESSES, AND TRANSMITS ADVANCE COPY OF DD FORM 1348, <i>TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD)</i> . Ensures that shipment requiring DD Form 1348 (TCMD) is properly researched through the Military Standard Transportation & Movement Procedure (MILSTAMP) Regulation (DoD 4500.32R, <i>Management, Acquisition, and Use of Motor Vehicles</i>), and edited through the CMOS system prior to release to the appropriate air or surface movement clearance authority. Data is transmitted via CMOS or Fax.
2.3.4.	PREPARES, RESEARCHES, PROCESSES AND DISTRIBUTE GOVERNMENT BILL OF LADING (GBL).
2.3.5.	PREPARES, PROCESSES AND DISTRIBUTES GOVERNMENT VEHICLE MANIFEST.
2.3.6.	PREPARES, PROCESSES AND DISTRIBUTES COMMERCIAL BILL OF LADING (CBL).
2.3.7.	PREPARES, RESEARCHES AND SUBMITS SF FORM 1907, <i>SIGNATURE TALLY RECORD</i> . Prepares using the CMOS system when necessary for item requiring a DoD protective service.
2.3.8.	INSPECTS AND DOCUMENTS CARRIER EQUIPMENT. Prepares, researches and submits DD Form 626, <i>Motor Vehicle Inspection (Transporting Hazardous Materials)</i> . Prepares DD Form 626 manually, or through a computer based "Forms" program, for the "Motor Vehicle Inspection" of vehicles transporting shipment of Hazardous Material in classes 1.1, 1.2, 1.3; Inhalation Hazard Poisons, and Radioactive Label III routed via a commercial or government vehicle mode of transportation.

2.3.9.	PREPARES, RESEARCHES, AND SUBMITS DD FORM 836, <i>DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL</i> . Prepares DD Form 836 manually, or through a computer based "Forms" program to provide shipping paper and emergency response information for hazardous material transported by government vehicles.
2.3.10.	PREPARES, RESEARCHES AND SUBMITS DD FORM 173-1, <i>JOINT MESSAGE RELEASE FORM (RESHIP)</i> . Prepares and submits a Report of Shipment (REESHIP) to consignee.
2.3.11.	PROVIDES CARRIER WITH EMERGENCY RESPONSE GUIDE (ERG) INFORMATION. Provides information when necessary for shipment of Hazardous Material.
2.3.12.	CERTIFIES LOST GBL COPY.
2.3.13.	MAINTAINS LOG, REGISTER OR RECORD: Maintains TCN, CBL, and GBL Register to account for outbound shipment. Maintains financial obligation authority record (AF IMT 616, <i>Fund Cite Authorization (FCA)</i> /DD Form 448, <i>Military Interdepartmental Purchase Request</i>) Second Destination Transportation Funds Control to track funding disbursement. Use tools found in the CMOS system for these purposes.
2.3.13.1.	MAINTAINS CBL/GBL REGISTER (OUTBOUND). Maintains AF 1335, <i>U.S. Government Bill of Lading Register - Outbound</i> , for control of accountable forms.
2.3.13.2.	MAINTAINS FINANCIAL OBLIGATION AUTHORITY RECORD. Utilizes multiple financial obligation authority records to document the expenditure of government funds by various modes of transportation.
2.3.13.3.	MAINTAINS PARCEL POST SHIPMENT RECORD.
2.3.13.4.	MAINTAINS TRANSPORTATION CONTROL NUMBER LOG (NON-MILSTRIP).
2.3.13.5.	VERIFIES, PREPARES, AND MAINTAINS SF 1034, <i>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</i> , FOR SMALL PARCEL SHIPMENT.
2.3.14.	PREPARES AND DISTRIBUTES SF 1200, <i>U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE</i> , WHEN REQUIRED TO CORRECT DOCUMENTATION ERROR.

2.3.15.	PREPARES AIR CARGO MANIFEST. Manifests all air cargo shipment utilizing the CMOS system. This includes all cargo moving via organic, opportune, Special Assignment Airlift Mission, (SAAM), and AMC contracted airlift.
2.3.16.	MAINTAINS SHIPMENT FILE: Maintains source file for documentation and reference.
2.3.16.1.	MAINTAINS GBL FILE. Procures GBL number from the Military Traffic Management Command to be used in the CMOS Automated GBL system. Ensures the GBL file system is audited on a semi-annual basis to control the number of automated GBL numbers, and maintains the password security of the CMOS system. Maintains a minimum supply of "Preprinted" GBLs under their control for use in the event of failure of the CMOS system, power outage, etc.
2.3.16.2.	MAINTAINS SHIPMENT PLANNING WORKSHEET FILE. Manages control of outbound shipment data in the CMOS system.
2.3.16.3.	MAINTAINS CBL FILE.
2.3.16.4.	MAINTAINS DOMESTIC AND EXPORT ROUTE ORDER FILE.
2.3.17.	ACCOMPLISHES TRACER ACTION:
2.3.17.1.	RECEIVES AND REVIEWS TRACER REQUEST ACTION. Receives and reviews tracer request, telephonic or written, to determine if tracer action is necessary.
2.3.17.1.1.	RECEIVES AND REVIEWS TELEPHONE REQUEST.
2.3.17.1.2.	RECEIVES AND REVIEWS WRITTEN REQUEST.
2.3.17.2.	INITIATES TRACER ACTION:
2.3.17.2.1.	RESEARCHES RECORD.
2.3.17.2.2.	SEARCHES PACKING AND CRATING AREA.
2.3.17.2.3.	PROVIDES DISPOSITION TO REQUESTING AGENCY.
2.3.18.	OBTAINS SPECIAL HANDLING PERMIT.
2.3.19.	PREPARES VEHICLE ROUTING FOR MILITARY CONVOY/SINGLE VEHICLE.

2.3.20.	ARRANGES FOR CARRIER PICKUP. Arranges to have cargo picked up on a specific date.
2.3.21.	MOVES SHIPMENT TO LOADING ZONE AND LOADS FREIGHT. The actual loading location may vary depending on the quantity, size, weight, and type cargo. The actual physical location of the shipment whether on base or at an off base geographically separated unit (GSU) can also effect the means of loading, and the location where loading will take place. (Includes travel time to and from loading location).
2.3.21.1.	HANDLES/MOVES FREIGHT MANUALLY. Moves small parcel cargo shipment by hand, carrying from the shipment staging area to the shipment loading area, and handing to the carrier pickup driver.
2.3.21.2.	HANDLES/MOVES FREIGHT USING MECHANIZED PROCEDURE. Traffic Management personnel determine the size and weight of items to be loaded, and insure the proper type of material handling equipment (MHE) is available/obtained to execute proper loading of the shipment.
2.3.22.	SECURES FREIGHT. Blocks, braces, straps, chains, and binds, or uses aircraft tie-down devices to secure freight. Utilizes various methods and materials to secure freight on flatbed truck trailer, railroad car, closed van, or aircraft. (Includes travel time to and from the location of the shipment.)
3.	INBOUND FREIGHT:
3.1.	OFF- LOADS CARRIER. Coordinates daily with vendors/carriers and Security Forces for the delivery of supplies and equipment. Meets vender/carrier or military driver to pre-screen and verify the property being delivered. Provides escort service from base entry control point to loading dock and from loading dock back to base entry control point. Off-loads items and inspects for damaged property or suspicious packages. Takes off-loaded items to receiving line. Placed off-loaded items on conveyer system or in a warehouse receiving area. Uses forklift or other material handling equipment to remove heavy/ bulky items scheduled to be stored in the warehouse. Use Personal Protective Equipment as appropriate. Screens for suspicious packages or if a chemical or toxic spill is observed isolates spill and notifies supervisor and reports through appropriate channels.
3.1.1.	RECEIVES FREIGHT, CHECKS IN AND SIGNS FOR FREIGHT. Manages the receiving of all inbound cargo delivered to the base.
3.1.2.	ARRANGES DIRECT POINTS AT VARIOUS BUILDINGS ON BASE.
3.1.3.	VERIFIES THE "QUANTITY AND CONDITION" OF CARGO TENDERED FOR DELIVERY BY COMMERCIAL CARRIER AT BASE RECEIVING AREA. Utilizes CMOS hand held terminal (HHT) to process all inbound shipment and downloads data to CMOS system.

3.2.	PROCESSES ADVANCE MOVEMENT DOCUMENTATION:
3.2.1.	RECEIVES AND REVIEWS ADVANCE SHIPPING DOCUMENT.
3.2.2.	AUDITS SUSPENSE FILE:
3.3.	PROCESSES DOCUMENT ON COMPLETED INBOUND SHIPMENT. Receives and matches documentation. Checks shipment tally sheet and delivery receipt. Checks shipping document and file copy of shipping document.
3.4.	PREPARES AND FORWARDS DD FORM 1371, <i>CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT</i> .
3.5.	PREPARES AND FORWARDS SF 1200, <i>GOVERNMENT BILL OF LADING CORRECTION NOTICE</i> .
3.6.	ANNOTATES DD FORM 1907, <i>SIGNATURE AND TALLY RECORD</i> .
3.7.	REPLIES TO RESHIP.
3.8.	PREPARES DD FORM 626, <i>MOTOR VEHICLE INSPECTION</i> (TRANSPORTING HAZARDOUS MATERIAL) AND CONDUCTS INSPECTION.
3.9.	ESCORTS EXPLOSIVE SHIPMENT UNTIL OFF-LOADED.
3.10.	ACCOMPLISHES TRACER ACTION:
3.10.1.	RECEIVES AND REVIEWS TRACER ACTION REQUEST. Receives and reviews tracer action request and determines if tracer action is necessary.
3.10.1.1.	RECEIVES AND REVIEWS TELEPHONE REQUEST.
3.10.1.2.	RECEIVES AND REVIEWS WRITTEN REQUEST.
3.10.1.3.	RECEIVES BASE SUPPLY GENERATED MILSTAMP TRACER ACTION REPORT. Researches TMO inbound receiving records to locate item (s) listed by base supply as not yet received.
3.10.2.	INITIATES TRACER ACTION:
3.10.2.1.	RESEARCHES RECORD.
3.10.2.2.	PROVIDES STATUS TO REQUESTING AGENCY.
3.11.	PREPARES AND SUBMITS TRANSPORTATION DISCREPANCY REPORT:

3.11.1.	PROCESSES SF 361, <i>TRANSPORTATION DISCREPANCY REPORT FOR OVER, SHORT, OR DAMAGED (OS&D) CARGO</i> AND TO INITIATE CARGO CLAIMS. Initiates cargo claims action when necessary for lost, stolen, damaged, or destroyed government property.
3.11.2.	PROCESSES SF FORM 364, <i>REPORT OF DISCREPANCY</i> . Reports on inbound shipment received with incorrect or inadequate packing.
4.	PASSENGER COUNSELING:
4.1.	RECEIVES AND REVIEWS OFFICIAL ORDER, LETTER AND/OR MESSAGE.
4.2.	COUNSELS AND BRIEFS PASSENGER. Counsels/briefs service member / dependent, Department of Defense civilian, and other civilian on Invitational Travel order regarding transportation arrangement and entitlement.
5	TRANSPORTATION REQUEST:
5.1.	DETERMINES MODE OF TRANSPORTATION. Determines most cost advantageous mode of travel to be utilized.
5.1.1.	RESEARCHES TRANSPORTATION INFORMATION. Researches itinerary and cost estimate. Utilizes Commercial Travel Office (CTO), AMC Passenger Reservation Center (PRC), airline computer system, or various Internet Websites to obtain current service/availability/cost estimate.
5.1.2.	REQUESTS, CONFIRMS, AND/OR CANCELS TRANSPORTATION WITH CTO, AMC, OR CARRIER REPRESENTATIVE:
5.1.2.1.	MAKES COMMERCIAL TRANSPORTATION RESERVATION, CANCELLATION OR CHANGE.
5.1.2.2.	MAKES GOVERNMENT TRANSPORTATION RESERVATION, CANCELLATION OR CHANGE.
5.2.	PREPARES, PROCESSES AND FORWARDS PAYMENT DOCUMENT:
5.2.1.	PROCESS SF 1169, <i>US GOVERNMENT TRANSPORTATION REQUEST</i> .
5.2.2.	PROCESSES BILL FROM GOVERNMENT CONTRACTED CREDIT CARD COMPANY. Manages the procurement of commercial airline ticket, and bus charter purchased with a Centralized Billing Account (CBA) arranged with the Government contracted credit card. Verifies transactions charged against the account. Ensures unused airline tickets, and disputed/incorrectly billed charges are properly credited to the account.

5.2.3.	PREPARES, PROCESSES, RECONCILES AND DISTRIBUTES SF 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGE AND SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL.
5.2.4.	PROCESSES FOREIGN FLAG STATEMENT.
5.2.5.	PROCESSES DD FORM 1341, <i>REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE</i> .
5.2.6.	PROCESSES DD FORM 730, <i>RECEIPT FOR UNUSED TRANSPORTATION REQUEST AND/OR TICKETS</i> . Prepares DD Form 730 as a receipt for unused Government Transportation Request (GTR) and/or unused ticket. Forwards copies to local finance office and files a suspense copy to be used when validating "CTO" billing, or files in GTR folder to indicate Government Transportation Request was not used.
5.2.7.	PROCESSES SF 1170, <i>REDEMPTION OF UNUSED TICKETS</i> . Processes commercial airline ticket turned over to commercial travel office (CTO) for refund action.
5.2.8.	COMPLETES REPORT OF LOST TICKET. Obtains traveler's statement, completes lost ticket report, issues replacement ticket and processes cost charge voucher.
5.2.9.	COMPLETES AMC CONTROL INFORMATION ON TRAVEL ORDER FOR PASSENGER SCHEDULED ON AMC CHARTER OF SCHEDULED CHANNEL MILITARY AIR FLIGHT.
6.	SPECIAL CONVEYANCE. Obtains rental car reservations, confirmation, and provides cost comparison for alternative passenger movement worldwide.
7.	TRAINING:
7.1.	DEVELOPS AND UPDATES TRAINING MATERIAL. Researches, drafts, review and updates or develops new training outline, lesson plan and test. Develops chart, mockup, demonstrator or other training aid.
7.2.	CONDUCTS/COORDINATES TRAINING DURING WORKWEEK. Conducts, lectures, hands on demonstration, and group discussion at home base and geographically separated units on Traffic Management related topics.
7.2.1.	CONDUCTS/COORDINATES TECHNICAL SPECIALIST HAZARDOUS MATERIAL TRAINING.
7.2.2.	CONDUCTS/COORDINATES HAZARDOUS MATERIALS HANDLERS TRAINING.

7.2.3.	COORDINATES/CONDUCTS PALLET BUILD-UP TRAINING.
7.2.4.	CONDUCTS/COORDINATES CARGO PREPARATION TRAINING.
7.2.5.	CONDUCTS/COORDINATES PALLET/CUSTODIAN TRAINING.
7.2.6.	CONDUCTS/COORDINATES REUSABLE CONTAINER MONITORING TRAINING.
7.2.7.	CONDUCTS/COORDINATES FLIGHT-LINE TRAINING. Conducts training on the operation of material handling equipment on the flight line in relationship to airlift loading/unloading operations. To include proper flight line certification.
7.2.8.	CONDUCTS/COORDINATES CMOS COMPUTER TRAINING FOR CMOS PHASE II. Conducts mobility training for augmentees on the use of the CMOS system as it relates to Mobility/Deployment operations and the Integrated Deployment System (IDS).
7.2.9.	CONDUCTS/COORDINATES ELECTROSTATIC DISCHARGE (ESD) TRAINING.
7.2.10.	TRAINS/ASSISTS UNIT DEPLOYMENT MANAGER (UDM). Trains/assists with completion of Transportation Control and Movement Document (TCMD) data as it relates to the Integrated Deployment System (IDS), and In-Transit Visibility (ITV).
7.3.	ACTS AS THE LOCAL COURSE MANAGER FOR HAZARDOUS MATERIAL INSPECTOR COURSE. Provides to mobility cargo inspector, and load planner.
8.	UNIT TRAINING ASSEMBLY (UTA):
8.1.	PREPARES FOR UTA. Attends pre UTA meeting, and develops schedule based on training agenda and ancillary training requirements for TMO personnel.
8.2.	PREPARES TRAFFIC MANAGEMENT BRANCH FOR FORWARD OPERATION LOCATION DEPLOYMENT. Prepares classes to deal with the deployed location, duties and responsibilities to be assumed at the location.
9.	OPERATIONS READINESS INSPECTION (ORI)/UNIT COMPLIANCE INSPECTION (UCI) PREPARATION. Prepares for inspection.
10.	SPECIAL MEETING. Attends and participates in mission related meeting relevant to local installation requirements.
11.	DEPLOYMENT MANAGEMENT. Facilitates the movement of personnel and/or equipment to support a mission/training requirement.

11.1.	MOVES CARGO. Preparation, inspection, marshalling, documentation of cargo regardless of mode in support of deployment operations to include multi-service moves.
11.2.	MOVES PASSENGERS. Weighing, in checking, manifesting, briefing and loading appropriate individuals during deployment operations, to include multi-service moves.
12.	PERFORMS CARGO MOVEMENT OPERATING SYSTEM (CMOS) ADMINISTRATION. Provides technical support to include system security, user account management, peripheral management, and user access connectivity; monitors application software releases; instructs and assists users on system application and performs backup and program recovery techniques; performs liaison activity with Local Area Network (LAN) administrators, CMOS FAB; attends CMOS training; performs database management (i.e. archives records); conducts system accreditation, and prepares Certificates to Operate; compiles reports. Compiles data for management, historical and/or MAJCOM reports.
13.	PERFORMS POWER TRACK PROCEDURES. Issues CBL for shipment, releases it after pickup by carrier, and enters CBL into Power Track. Checks system for shipment delivery. Receives monthly billing, certifies accuracy, approves shipment for payment, and forwards to Finance.
14.	PERFORMS WEEKLY TURN-INS TO DRMO. Receives all turn-ins from on base and GSU bases. Determines whether the item turned in will be packed and shipped to DRMO Hooks, TX or packed to be loaded and transported by TMO to DRMO Little Rock AFB, AR.
15.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement		
Traffic Mgt Supvr	2T0X1	Civ	1	1	1
Traffic Mgt Craft	2T0X1	Civ	2	3	4
Total			3	4	5

NOTE. AFSCs may be adjusted at the discretion of the Commander.